



Trade Enhancement Programme (TEP)

Frequently Asked Questions

1. Who is this assistance for?

The programme is intended to assist **new and existing businesses** in the **Micro category**, that is, businesses whose **annual turnover is less than \$50,000**.

Priority is given to applications that are from the service industry or have a unique skillset or employment in blue collar sector. The application need to showcase employment creation, movement from informal to formal sector and empowerment of youth, women and persons with disability. The skill-sets and professional qualifications of all applicants will be determined through the trade certifications submitted.

The grant funding is allocated to assist the sector promoting Trade and Skills in the country. This is the larger service Industry which may include but not limited to Fashion, Creative Arts, Floriculture, Mechanical, Electrical, Construction, Joinery, Handicraft, Food and Hospitality.

2. When does applications close?

3. Is this a grant or loan?

This initiative is a grant assistance of **maximum of \$1,000** and would not require the recipient to pay the Government back.

4. What can the grant be used for?

The funding is only available for the purchase of capital items. The approved grant will **not** be provided to the recipient in cash. The approved grant will be electronically transferred through direct deposit to the nominated vendor (As per the quotation submitted) and the capital items will be released to the recipient after finalization.

5. What classifies as the Capital Item?

A capital item is an economic good that is durable and tangible in nature which aid the business in the production of goods and services. Some examples include but are not limited to machines, tools, and equipment.

6. How do I apply?

Complete and submit online application which is available through the following link <https://www.msme.mcttt.gov.fj/grant/apply> for TEP.

The following documents need to be submitted in addition to completing the online application form:

- i. Completed TEP Application Form
- ii. Valid Business Registration Certificate;
- iii. TIN Letter/Joint ID;
- iv. Valid Photo Identification (Driver's License or Voter ID Card or Passport Biodata Page);
- v. 12 Month Forecasted Cash flow Statement;



- vi. Quotations (Maximum of two (Vendors); and
- vii. Copies of relevant trade certification (optional).

Please note: All applications are to be submitted online – Hardcopy applications will not be accepted. The Ministry staff will only provide guidance and will not fill the applications on behalf of applicants.

7. Who can help me with the cash flow projection?

The cash flow template is available on the Ministry website, please visit <https://mcttt.gov.fj/division/msme-fiji/trade-enhancement-program/>

If you still face difficulties, please visit our office for guidance. Ensure that the Excel Cash flow is converted to pdf before it is uploaded on the application form.

8. Who can I contact for assistance?

Please feel free to contact us on our MSME helpline through 163 or Viber us on 9986 014. You could also email us support@msme.mcttt.gov.fj